
COPS 2003 CONGRESSIONAL CONFERENCE CALLS KEY AVAILABLE RESOURCES – MAY 2003

OFFICE OF COMMUNITY ORIENTED POLICING SERVICES
U.S. DEPARTMENT OF JUSTICE

UNIVERSAL HIRING PROGRAM

Overview & Eligibility

- The Universal Hiring Program is a federal grant program that makes direct grants to agencies and jurisdictions to hire additional, new, entry-level, sworn law enforcement officers. Universal Hiring Program grants are designed to help establish partnerships between law enforcement and citizens in order to address crime and the fear of crime through community policing.
- The Universal Hiring Program is COPS's largest grant program. Since 1995, the COPS Office has invested more than **\$4.5 billion** through UHP, which has resulted in the funding of more than **61,000 officers** for America's streets and communities.
- More than **\$100 million** in UHP funds is available in FY 2003.
- State, local, and (federally recognized) tribal police agencies with primary law enforcement authority for their jurisdiction are eligible to apply for Universal Hiring Program funding. Agencies that serve special populations, such as university police departments, are also welcome to apply. Jurisdictions wishing to establish or reinstate a police agency can also apply under this program. However, please note that **all applicant law enforcement agencies must have primary law enforcement authority for the population to be served.**

Nuts & Bolts of the Universal Hiring Program

- Universal Hiring Program grants provide up to **\$75,000** towards the entry-level salary and benefits of each newly hired officer over a three-year grant term.
- A minimum **25 percent local match** is required, and it must be a cash match from funds not previously budgeted for any law enforcement purpose.
- If a jurisdiction is experiencing severe fiscal distress (e.g., Emergency Preparedness and Response Directorate in the Department of Homeland Security [formerly FEMA] disaster area, local budget deficits, cuts to staff, equipment, or overtime within the department, etc.), that jurisdiction may apply for a waiver of the local match. Waiver instructions and guidelines can be found on page 17 of the application.

- All applicants must agree to plan for the retention of the awarded positions after federal funding expires. This is done by completing the **Retention Plan Certification**, which is found on page 9 of the application.
- Any officer positions awarded through UHP are expected to devote a significant portion of their time to community policing activities (e.g., working with citizen advisory groups, crime or drug prevention programs, crime analysis, etc.). However, officers may also engage in more traditional types of policing, such as responding to calls for service.
- There is no limit on the number of officers an agency may apply for. However, requests should be consistent with the applicant's law enforcement needs, and an agency should not request more positions than it can realistically support.
- Any officers awarded to an agency must be above and beyond its current sworn force. For example, if a department has a sworn force of 10 officers and then is awarded two Universal Hiring Program positions, it is expected to maintain a minimum sworn force of 12 officers for the life of the grant and the retention period. Vacancies must be back-filled in a timely manner.

New Homeland Security/Anti-Terrorism Component for 2003

- Terrorism preparedness and prevention have emerged as major public safety concerns, and as key responsibilities for state, local, and tribal law enforcement. As such, all applicants are required to demonstrate if and/or how any Universal Hiring Program funds awarded will be used to address homeland security/anti-terrorism issues.
- For **both** the Universal Hiring Program and the Homeland Security Overtime Program, at the time of application you will be required to complete a series of questions relating to your agency's present and anticipated homeland security/anti-terrorism efforts. These questions are designed to get a feel for your agency's current programs, task force initiatives, and anti-terrorism efforts. This section of the application will not be the sole factor, but one of several factors considered when determining funding.
- All homeland security questions should be answered as completely and thoroughly as possible, but confidential or classified information should not be included in applicant responses. Applicants do not need to provide any additional homeland security information other than their responses to the eight homeland security questions.

Deadline & Application Tips

- The one and only postmark deadline date for all Universal Hiring Program applications is **Friday, June 6, 2003.**

- All applications received last year under Universal Hiring Program 2002 are considered “PENDING” unless the COPS Office has notified your agency it was either accepted or rejected.
- If your agency submitted an application last year, your agency **should not** re-apply for Universal Hiring Program 2003 funding, as pending applications from 2002 will receive additional consideration in 2003. However, your agency will be required to complete the aforementioned series of questions relating to your agency’s present and anticipated homeland security/anti-terrorism efforts.
- If your agency is applying for Universal Hiring Program funds, here are a few tips that you may find helpful when applying:
 1. On page 3 of the application, please be sure to provide the name, address, etc. of the individuals who will have the ultimate decision making authority over the grant. Please note that with few exceptions, these individuals are the highest ranking law enforcement executive (Chief, Sheriff, or equivalent) and government executive (Mayor, President of Commissioners, or equivalent) within the applicant’s jurisdiction.
 2. Make sure that all application forms requiring signatures are signed by the individuals listed on page 3 of the application. These signatures must be originals, as we cannot accept stamped, electronic, or copied signatures. We also cannot accept someone signing application forms in place of the law enforcement and government executives listed in the application.
 3. Pay special attention to the Retention Plan Certification on page 9 of the application kit. This Certification serves as your commitment to us that you will plan to retain any positions awarded for one full local budget cycle after COPS grant funding expires. In one section of the Certification, applicants are asked to explain what plans will be put in place to ensure retention of the positions awarded (i.e., where funding for retention will come from). Please be as specific as possible in your explanation.

HOMELAND SECURITY OVERTIME PROGRAM

Overview and Eligibility

- The Homeland Security Overtime Program (HSOP) is a federal grant program **that assists law enforcement agencies by providing funds to cover overtime costs for non-supervisory sworn personnel**. HSOP allows state, local, and tribal law enforcement agencies to supplement their current locally budgeted overtime with additional overtime funds. Unfortunately, **start-up agencies are not eligible** under this program.
- **The key goal of HSOP** is to provide overtime funds to support programs that increase community safety and security, and reduce public fear.
- HSOP is a **new program**, with approximately **\$60 million** available in fiscal year 2003.

- HSOP funds will cover **up to 75 percent of the total project costs** over a **12-month grant period**.
- A **minimum 25 percent local match** is required, and it must be a cash match from funds not previously budgeted for law enforcement (the 25 percent match may not come from locally budgeted overtime).

How Can the Homeland Security Overtime Program Help Me?

- In an effort to distribute the overtime funds in a manner that would serve the needs of small, medium, and large agencies, the COPS Office has developed graduated funding categories that are based on **either** an agency's sworn force, or the size of the population that it serves.

For example: your agency has a local overtime budget of \$10,000. Based on your agency's current need, you anticipate needing approximately \$22,000 in overtime over the next 12-month period. Therefore, you can request the additional \$12,000 that is above and beyond the \$10,000 that was locally budgeted. **Therefore, your total project costs would be \$12,000, with a 75 percent federal request of \$9,000 and a local match of \$3,000. With a force of 20 sworn officers, you are eligible to apply for a maximum of \$25,000, so your request of \$9,000 falls within your funding range.**

<u>Agencies serving populations: OR</u>	<u>Budgeted sworn force:</u>	<u>May apply for a federal share of up to:</u>
under 24,999	1-49	\$25,000
from 25,000 to 49,999	50-99	\$50,000
from 50,000 to 99,999	100-199	\$100,000
from 100,000 to 249,999	200-499	\$250,000
from 250,000 to 499,999	500-999	\$500,000
from 500,000 to 999,999	1,000-1,999	\$1,000,000
over 1,000,000	above 2,000	\$3,000,000

- In an effort to maximize the funds available to law enforcement agencies throughout the nation, **waivers** of the local cash match **will not be available** under HSOP.
- HSOP may not be used to cover overtime costs that **occurred prior** to the award start date; however, there is **no retention requirement** upon completion of the grant.
- Any overtime awarded through HSOP **must support programs**, taskforces, or training opportunities that are designed to help prevent acts of terrorism and other violent and drug-related crimes. Law enforcement agencies that have temporarily lost sworn officers to military reserve duty and wish to deploy other officers on an overtime basis to help address these temporary vacancies are also eligible to apply. **Priority consideration** will be given to those applications that demonstrate the use of community policing strategies to prepare for or respond to acts of terrorism through officer overtime.

- Applicants for **both** the Homeland Security Overtime Program and the Universal Hiring Program will be required to complete a series of questions relating to their agencies' present and anticipated homeland security/anti-terrorism efforts at the time of application. These questions are designed to get a feel for each applicant agency's current programs, taskforce initiatives, and anti-terrorism efforts. Even though priority consideration will be given to those agencies that can demonstrate the use of community policing strategies when preparing for or responding to acts of terrorism, this section of the application will not be the sole determining factor when determining funding.
- As mentioned earlier, all funds awarded under the HSOP program **must be above and beyond** an agency's locally budgeted overtime. However, HSOP funds **may be used simultaneously with locally budgeted overtime**; the responsibility falls on the grantee to keep diligent records distinguishing between locally and federally funded overtime.
- Two deadline dates:
 Priority consideration postmark deadline: **June 13, 2003.**
 Secondary consideration postmark deadline: **June 27, 2003.**

COPS IN SCHOOLS PROGRAM

- The COPS in Schools (CIS) program will assist law enforcement agencies seeking to hire new, additional, career law enforcement officers as school resource officers (SROs) to engage in community policing in and around primary and secondary schools. CIS allows state, local, and tribal law enforcement agencies to supplement their current sworn forces with additional SRO positions. It also allows interested jurisdictions to establish a new police agency.
- **The key goal of CIS** is to help law enforcement and the school community establish and bolster collaborative partnerships in developing a comprehensive safe schools plan and reduce the fear of crime in primary and secondary schools.
- Since the program's creation in 1998, the COPS Office has invested over **\$715 million** that has resulted in the funding of more than **6,000 officers** to over **2,600 law enforcement agencies** nationwide.
- CIS has approximately **\$40 million** available this year.
- CIS provides a maximum federal contribution of **up to \$125,000** per entry-level officer salary and benefits over the three-year grant period, with any remaining costs to be paid with local funds.
- The COPS Office requires that the officer(s) deployed into the SRO position(s) spend a **minimum of 75 percent** of their time in and around primary and secondary schools working on youth-related activities. This 75 percent of time must be above and beyond the amount of time that the agency would have devoted in the absence of CIS funding. **[Pages 7-8 of the CIS Application Instructions explain this in detail.]**

- Any officers awarded to an agency must be above and beyond their current sworn forces (i.e., non-supplanting).

Three Unique Aspects of the CIS Program

1. **Narrative Addendum (page 33 of the Application Forms)** - Agencies that seek funding under this program are required to submit a separate typed Narrative Addendum addressing each of the following four areas. For all areas listed below, please be sure to address each of the questions posed in the Narrative Addendum. *Please note that there are numerous questions to be addressed within each element.
 1. Problem Identification and Justification
 - This section deals with crime issues identified within targeted schools.
 2. Community Policing Strategies to be Used by the SRO
 - This section deals with duties the SRO would perform.
 3. Quality and Level of Commitment to the Program
 - This section deals with project duration, previous youth-related community policing successes, and description of the target schools.
 4. Link to Organizational Community Policing
 - This section deals with how the SRO's role will fit into the overall community policing plan of the agency.
2. **Memorandum of Understanding (MOU) (page 35 of the Application Forms)** - To ensure collaboration between the law enforcement agency and the educational community, all applicants must submit a *Memorandum of Understanding* (MOU) for the CIS grant program. The MOU is an agreement between parties that defines the roles and responsibilities of the individuals and partners involved, including school officials, law enforcement and education departments, students, and parents.
3. **Training Requirement (page 9 of the Application Forms)** – All awarded agencies will be required to attend a COPS-sponsored regionally based training. Specifically, all officers that are deployed into the school(s) as a result of receiving the CIS grant, in addition to one school administrator with general educational oversight from the partner school(s) and who works with the SRO program, will be required to attend. The costs associated with the training, travel, lodging and per diem for required participants will be covered by the COPS Office up to a maximum of \$1,200 per required participant. The associated costs for the training are over and above the amount awarded for the grant.

Additional Program Requirement to Note

- All grant applicants are required to submit the **Retention Plan Certification (page 17 of the Application Forms)**. This certification outlines your agency's commitment to plan to retain each newly hired, additional position funded by the COPS in Schools grant program with local (non-COPS) funds for at least one full local budget cycle following the conclusion of the 36-month grant term for each officer's position.

If I applied for the 2002 program, do I need to reapply?

- All applications received last year for the CIS 2002 program are considered as “PENDING,” unless the COPS Office has notified your agency it was either accepted or rejected.
- If your agency submitted an application last year, your agency **should not** re-apply for the CIS 2003 program, as pending applications will receive additional consideration for CIS 2003.

Deadline

The one and only postmark deadline date is **Friday, June 13, 2003.**

TIPS ON APPLYING FOR UHP, HSOP, & CIS GRANTS

- Two ways to get an application:
 1. Call the U.S. Department of Justice Response Center at 1-800-421-6770.
 2. Download the applications from COPS Online www.cops.usdoj.gov
- It is expected that COPS funding will be extremely competitive this year, so please be sure to:
 1. Complete and return your application by the deadline, or if submitting an HSOP application, by the first priority deadline.
 2. Read all parts of the application and instructions carefully.
 3. Complete all application questions and forms as completely and accurately as possible. Applications without all requested information and the required original signatures will not be considered for funding.
 4. Refer to the “Application Instructions” included in the application packet to determine exactly which application forms you must complete and return.
 5. For the UHP and HSOP applications, please be sure to complete the Terrorism Preparedness questions in the application packet.
 6. For the CIS program, be sure to include the MOU, Narrative Addendum, and Retention Plan Certification forms.

TRIBAL RESOURCES GRANT PROGRAM

- This fiscal year the COPS Office was appropriated \$35 million to improve tribal law enforcement.
- Any Federally Recognized Tribe with an established law enforcement agency, wishing to start a law enforcement agency, or a consortium of two or more tribes that wish to combine their law enforcement resources are eligible to apply.
- There are two components to the grant program:

- 1) Hiring: Applicants can request additional law enforcement officer positions. This part of the program is exactly like the UHP program and funds up to a federal share cap of \$75,000 of the entry-level salary and fringe benefits per new officer position over a three-year grant period.
 - 2) Equipment and Training: The equipment and training component of the program is for a one-year grant period and funds 75 percent of the total project cost. Applicants can request funding for:
 - a) Background Investigations
 - b) Basic Training
 - c) Specialized Law Enforcement Training
 - d) Community Policing Training
 - e) Grant Management Training
 - f) Computer Training
 - g) Uniforms & Uniform Accessories
 - h) Basic Issue Equipment
 - i) Departmentwide technology (such as CAD systems, RMS systems, mobile data laptops, etc.)
 - j) Law enforcement vehicles
- You can obtain a TRGP application by downloading it from COPS Online or calling the U.S. Department of Justice Response Center for a hard copy of the application kit.
 - The postmark deadline to apply for the Tribal Resources Grant Program is May 30, 2003.

INTEROPERABILITY GRANT PROGRAM

- In 2003, COPS has been appropriated \$74.6 million for a new Interoperable Communications Technology Program.
- The COPS Office is coordinating with the new Emergency Preparedness and Response Directorate in the Department of Homeland Security (formerly FEMA) in an effort to provide funding to jurisdictions across the nation for demonstration projects that will explore uses of equipment and technologies to increase interoperability among law enforcement, fire service, and emergency medical service communities.
- Since this is a new program requiring a great deal of coordination with another federal agency, we do not yet have application details at this time. Those who are eligible to apply will be contacted in the coming weeks.

ENHANCEMENT OF COMMUNITY POLICING SOLICITATION

- COPS has approximately \$3.25 million available through an open solicitation for innovative projects in community policing. This funding is available to law enforcement agencies, non-profits, individuals, or universities.
- These projects may include:
 - Innovations in Policing
 - Tools, Products, or Applied Research in Policing
 - Training and Technical Assistance for Policing Agencies
- Applicants must submit a letter of intent to apply by June 2, 2003. Applications are available at COPS Online and are due by June 30, 2003.

TRAINING

- **COPS Regional Community Policing Institutes:** The national training network of Regional Community Policing Institutes (RCPIs) provides comprehensive and innovative community policing education, training, and technical assistance not only to COPS grantees, but to members of law enforcement, government, and citizen communities throughout the nation. RCPIs develop innovative, cutting-edge curricula on emerging law enforcement issues to challenge and improve traditional training curricula. Topics include but are not limited to escalating school violence, cultural diversity, domestic violence, partnership building, domestic-preparedness, and terrorism. See: www.cops.usdoj.gov *Training* Tab.
- **Community Policing Consortium:** The Community Policing Consortium (CPC) is a partnership of five of the leading police organizations in the United States, representing the leadership of law enforcement: IACP, NOBLE, NSA, PERF, and the Police Foundation. This organization is funded by the COPS Office specializes in executive-level training and community engagement. The CPC can be reached at (800) 833-3085 or www.communitypolicing.org.
- **COPS/FBI/BJA Counter-Terrorism Training Initiative:** COPS is currently working together with these agencies in two key areas: (1) COPS and the FBI are developing a pilot program to co-teach BJA's State and Local Anti-Terrorism Training (SLATT) curriculum. Contact your local RCPI (www.cops.usdoj.gov *Training* Tab) or FBI field office (www.fbi.gov *About Us* Button) for more information. (2) COPS, BJA, and the FBI are developing a 1½-hour executive training counter-terrorism course. It will be piloted at the COPS Conference and the National Sheriffs Association conference in Nashville this June. Contact Michael Seelman at (202) 514-6004 if you would like more information about having this course at your conference.

COPS PUBLICATIONS

- **POP Guides:** COPS publishes a series of Problem-Oriented Policing field guides for specific crime problems, such as drug dealing in apartment complexes, clandestine drug labs (meth), residential speeding, etc. These are very popular and state and local law enforcement have requested tens of thousands of copies. They are available through COPS Online or the U.S. Department of Justice Response Center.
- **Tech Guide:** The Law Enforcement Tech Guide presents best practices in strategic IT planning and procurement, reveals pitfalls to avoid, provides guidance on dealing with technology vendors, and consolidates and expands upon various sources of relevant information currently available. It is a great tool for agencies beginning large-scale IT projects.
- **POP Institute Website:** This website will help law enforcement agencies diagnose their crime problem and develop an effective response. It will be unveiled at COPS 2nd Annual National Community Policing Conference and will be available through COPS Online by the end of June.

COPS 2ND ANNUAL NATIONAL COMMUNITY POLICING CONFERENCE: WORKING TOGETHER FOR SAFER COMMUNITIES

- **Dates:** June 16-18, 2003 in Washington, DC.
- **Conference tracks/topics include:**
 - Homeland Security: Community Policing Principles for Effective Results
 - Integrity: Building Trust and Shared Responsibility
 - Technology: Using It to Improve Effectiveness
 - School and Campus Policing
 - Problem-Solving Strategies: Successful Approaches
 - Partnerships: Community Safety and Community Engagement
 - Contemporary Issues in Community Policing
- **Registration:** Registration is free.
- **Registration Process:** Sign up through COPS Online. Online registration deadline is June 12, 2003.